Chapter 5 | Running ENCOMPASS Reports and Inquiries

Chapter Overview

After vouchers have been entered and paid, users can run a variety of reports and inquiries to view accounts payable information in ENCOMPASS.

Objectives

By the end of this chapter, you will be able to do the following:

- Run ENCOMPASS inquiries
- Create Run Control IDs
- Run ENCOMPASS reports

5.1

ENCOMPASS Standard Reports

ENCOMPASS offers a wide range of reporting possibilities. Your database contains a wealth of information that you've carefully entered, maintained, and secured for the ultimate purpose of generating timely, meaningful, presentation-quality reports. The reporting capabilities in ENCOMPASS enable you to access the data you need and to present it in the form that is most useful for those who depend on you for financial and management information.

When you select a report menu item, you frequently have the choice of two actions: Add a New Value (Add) or Search (Update/Display). Both options enable you to print a predefined report. *What you're adding or updating is not the reports themselves, but Run Controls.*

Run Control IDs

When you want to run a report, you need to tell the system where and how you want it to run. For most reports, you also need to set parameters that determine the content of the report, such as the business unit or time period.

A Run Control is a database record that provides values for these settings. Instead of entering the same values each time you run a report, you create (and save) a Run Control with those settings. The next time you run the report, you select the Run Control, and the system fills in the settings.

When you select a report from a menu, a search dialog box appears, asking for a Run Control ID. If you're in Add mode, enter a new ID for the Run Control you're about to define. If you're in Update/Display mode, enter an existing Run Control ID or press Enter and select from the list of available Run Control IDs.

Important: Your Operator ID can only view Run Controls you create (Add). Run Controls cannot be deleted through the ENCOMPASS application. Also, Run Control IDs must be created without any spaces. For example, a Run Control ID for a Voucher Register could be VOUCHER_REGISTER. Use underscores to separate words.

Process Scheduler

Once you have entered all of the parameters required for the specific report you are running, you will click the **RUN** button to run the actual report. The Process Scheduler page will open and require you to determine how you want the report run. Most reports will run to the Web and to a .PDF file.

The Server Name is part of the Process Scheduler Request. The GMIS department recommends not to enter any server name into this field as it will help in the processing of reports.

After the report runs, you must click the   icons in the

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Adobe window to print the file or save it to your computer.

Step	Action
1	Navigate to the report you are running.
2	Enter the appropriate parameters required or optional for the report.
3	Click [Run] to run the report.
4	Verify the report is running to WEB.
5	Enter the appropriate Format.
6	Click [OK] to run the report.
7	Click **Process Monitor** to watch the process run.
8	When the process reads **Success** and **Posted**, click **Details**.
9	Click **View Log/Trace** to see the report.
10	Look for the file with the format you choose above, e.g. APY1010- 3345617.PDF.
11	Click on the link and your report will display.

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Activity | Running a Voucher Register

Enter the following information in order to run the Voucher Register.

Navigation

Accounts Payable >> Reports >> Voucher >> Voucher Register

Report Request Parameters

Business Unit: 00050

From Date: 10/01/07

Through Date:: 10/31/07

Optional Values:

- Print Voucher Line – shows some additional information regarding the voucher including the withholding information and tax information. May not be applicable for the State of Indiana.

- Print Distribution Line – shows the actual ChartFields entered on the voucher line.

If your screen doesn't reflect the one below, please notify the instructor.

APSC69

5.5

Activity | Running a Payment History by Vendor Report

Enter the following information in order to run the Payment History by Vendor report.

Navigation

Accounts Payable >> Reports >> Vendor >> Payment History by Vendor

Report Request Parameters

From Date:	01/01/2007
Through Date:	03/30/2007
Print Options:	Summary
Vendor:	0000005509 IKON Office Solutions

If your screen doesn't reflect the one below, please notify the instructor.

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ENCOMPASS Inquiries

ENCOMPASS Inquiries work very similar to the way the reports work. Some pages require Run Control IDs the same as reports. Most pages require parameters or search criteria for the inquiry. In addition, the Inquiry page saves all the parameters entered so that the next time you open the page, you will be able to keep the same information or change it.

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Activity | Running Voucher Inquiry

Enter the following information in order to run the Voucher Inquiry.

Search Parameters

Business Unit:	00050
Vendor SetID:	STIND
Vendor ID:	0000066519

1 Click [Search] – see screen shot on next page.

2 Click [⌨] to see all of the details about the voucher.

3 Click [▦] under Accounting Entries for voucher 00000726 – see screen shot on next page.

Running Voucher Inquiry | Results

If your screens do not reflect the ones below, please notify the instructor.

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Activity | Running Payment Inquiry

Enter the following information in order to run the Payment Inquiry.

Navigation

Search Criteria

Bank SetID: STIND

Bank Code: CHASE

Bank Account: 6036

1 Click [Search] – see screen shots on next pages.

2 Click **Additional Info.**   .

3 Click **Vendor Details.**

4 Click the link for one of the Payment Reference IDs.

5 Click **Voucher ID**.

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Running Payment Inquiry | Results

Payment Inquiry Result   Customize | Find | View All | ▦   First ◀ 1-19 of 19 ▶ Last

Payment Details | Additional Info | Vendor Details | Financial Gateway | ▦

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	0000000010	Check	501.000	USD	10/17/2007	10/17/2007	Paid	Unrecon	
VCHR	0000000011	Check	1,002.000	USD	10/17/2007	10/17/2007	Paid	Unrecon	
VCHR	0000000012	Check	75.000	USD	10/19/2007	10/19/2007	Paid	Unrecon	
VCHR	0000000013	Check	101.030	USD	10/23/2007	10/23/2007	Paid	Unrecon	
VCHR	0000000014	Check	2,000.000	USD	10/23/2007	10/23/2007	Paid	Unrecon	
VCHR	0000000015	Check	2,000.000	USD	10/23/2007	10/23/2007	Paid	Unrecon	
VCHR	0000000016	Check	1,009.530	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000017	Check	4,000.660	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000018	Check	2,000.000	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000019	Check	10,000.000	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000020	Check	2,000.000	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000021	Check	1,000.000	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000022	Check	2,015.780	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000023	Check	2,800.260	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000024	Check	800.000	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000025	Check	800.000	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000026	Check	800.000	USD	10/25/2007	10/25/2007	Paid	Unrecon	

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Payment Inquiry Result   Customize | Find | View All | ▦   First ◀ 1-19 of 19 ▶ Last

Payment Details | **Additional Info** | Vendor Details | Financial Gateway | ▦

Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Pay Cycle	Seq Num	Bank Account	Bank Account #	Description
VCHR	0000000010	Unposted	No Cancel		SDO1	5	6036	193151256	CHASE
VCHR	0000000011	Unposted	No Cancel		SDO1	5	6036	193151256	CHASE
VCHR	0000000012	Unposted	No Cancel		QUICK3	19	6036	193151256	CHASE
VCHR	0000000013	Unposted	No Cancel		ZH1023	2	6036	193151256	CHASE
VCHR	0000000014	Unposted	No Cancel		ZH1	2	6036	193151256	CHASE
VCHR	0000000015	Unposted	No Cancel		CAS001	2	6036	193151256	CHASE
VCHR	0000000016	Unposted	No Cancel		PCSDO	2	6036	193151256	CHASE
VCHR	0000000017	Unposted	No Cancel		PCSDO	2	6036	193151256	CHASE
VCHR	0000000018	Unposted	No Cancel		ZH1024	2	6036	193151256	CHASE
VCHR	0000000019	Unposted	No Cancel		ZH1024	2	6036	193151256	CHASE
VCHR	0000000020	Unposted	No Cancel		QUICK4	4	6036	193151256	CHASE
VCHR	0000000021	Unposted	No Cancel		CHASE	2	6036	193151256	CHASE
VCHR	0000000022	Unposted	No Cancel		405	2	6036	193151256	CHASE
VCHR	0000000023	Unposted	No Cancel		405	2	6036	193151256	CHASE
VCHR	0000000024	Unposted	No Cancel		XXXSDO	4	6036	193151256	CHASE
VCHR	0000000025	Unposted	No Cancel		MSASDO	2	6036	193151256	CHASE
VCHR	0000000026	Unposted	No Cancel		MSASDO	2	6036	193151256	CHASE
VCHR	LMS12345	Unposted	No Cancel				6036	193151256	CHASE
VCHR	LMS12346	Unposted	No Cancel				6036	193151256	CHASE

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Payment Inquiry Result

Customize | Find | View All | 🏭   First ◀ 1-19 of 19 ▶ Last

Payment Details | Additional Info | **Vendor Details** | Financial Gateway | 🖼▶

Source	Payment Reference ID	Vendor Name	Vendor ID	Address	City	State	Postal
VCHR	0000000010	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000011	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000012	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000013	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000014	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000015	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000016	HIRAM J HASH AND SONS INC	0000000025	PO BOX 39037	INDIANAPOLIS	IN	46239-0037
VCHR	0000000017	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000018	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000019	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000020	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000021	MEMMER, BETH	0000114764	AUDITOR OF STATE	1000 100500 SPL 1000		
VCHR	0000000022	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674

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Vouchers For a Payment

Back To Payment Inquiry

Bank Name:	CHASE	**Pymnt Ref ID:**	0000000011
Bank Account #:	193151256	**Accounting Date:**	10/17/2007
Pay Cycle:	SDO1 **Seq Num:** 5	**Payment Date:**	10/17/2007
Vendor Name:	3M COMPANY	**Days Outstanding:**	20
Address:	2807 PAYSPHERE CIRCLE	**Payment Clear Date:**	
		Reconcile Date:	
	CHICAGO IL 60674 USA	**Value Date:**	10/17/2007
Payment Amount:	1,002.000 USD **Payment Method:** CHK		
Description:			

Customize | Find | View All | 🏭   First ◀ 1 of 1 ▶ Last

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
00405	00033734	1	10/17/2007	78309	1.002.000	1.002.000	USD			Accounts Payable Vouchers

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Voucher Inquiry Results

Customize | Find | View All | 🏭   First ◀ 1 of 1 ▶ Last

Voucher Details | Amounts | More Details | 🖼▶

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Accounting Entries	Match Status	Match WorkBench	Payment Information	Short Vendor Name
00405	00033734	78309	10/17/2007	0000000012 📄		No Match	📄	💲	3MCOMPANY-001

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